



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

OCT 9 2008

IN REPLY
REFER TOj-13

MEMORANDUM FOR MR. JOHN M. CARROLL AND MR. WILLIAM J. LEMOS,
CHIEF NEGOTIATORS FOR DEFENSE DISTRIBUTION
DEPOT, SAN JOAQUIN (DDJC)

SUBJECT: Locally Negotiated Operating Procedures (LOCNOPS) for Articles 6, 15, 22, 24,
29, and 30 between DDJC and AFGE Local 1546

The subject LOCNOPS dated September 29, 30, and October 1, 2008, have been reviewed pursuant to Article 38, Section 5 of the Master Labor Agreement between the Defense Logistics Agency (DLA) and American Federation of Government Employees (AFGE) Council 169. The subject LOCNOPS are approved this date by both DLA Headquarters and AFGE Council 169 with the following understandings:

Article 6 Section 1D4: The term "full internet access" does not authorize union officials to visit websites that are prohibited by DOD and DLA regulations such as gambling websites or those which display pornography. Internal security regulations applicable to DLA computers are equally applicable to those computers being used by union officials.

Article 22 Section 3C is approved with the understanding that the language does not preclude management from exercising its right to discipline employees.

The phrase "placement preference" used in Article 30 Section 6B is understood to mean placement on a particular shift and not to a particular position. The procedures specified in Article 30 Sections 6A and 6B apply to Section 6C.

Articles 15, 24, and 29 have no additional understandings to be noted.

If there are any questions on this matter, you may contact me at (703) 767-6412 or DSN 427-6412.

KAREN D. HILLIARD
Staff Director
Labor and Employee Relations
Human Resources

Attachment

cc:
Mr. Frank Rienti, AFGE Council 169



DDC DEFENSE DISTRIBUTION DEPOT SAN JOAQUIN AND AFGC LOCAL 1546

LOCALLY NEGOTIATED OPERATING PROCEDURES

ARTICLE 24, Annual Leave

SECTION 1 ANNUAL LEAVE PROCEDURES

- A. All annual leave will be charged in fifteen (15) minute increments.
- B. The Employer will provide employees with a Leave Vacation Schedule (Yearly Leave Planner) on the first workday in January. Employees will submit their proposed annual leave requests for the year (Yearly Leave Planner) not later than January 16. The supervisor will review and approve/disapprove the leave requested on the Leave Vacation Schedule by the first workday in February. Failure to do so will constitute an approval of the requested leave, unless the supervisor subsequently informs the employee that the leave is disapproved. The Employer agrees that seniority order will prevail in resolving conflicting requests submitted by the employees affected, if the conflicts cannot be resolved mutually by the employees affected. If an employee submits a request for leave on his/her birthday on the Leave Planner, it will be approved unless subsequently disapproved by the supervisor.
- C. An employee whose Leave Vacation Schedule was not approved will be allowed to resubmit a revised Leave Vacation Schedule within five (5) workdays of notification of disapproval. The supervisor will review and approve/disapprove the leave requested on the revised Schedule within five (5) workdays. Failure to do so will constitute an approval of the requested leave, unless the supervisor subsequently informs the employee that the leave is disapproved.
- D. Subsequent requests for Annual Leave may be submitted by an employee on an SF 71. Copies of the SF 71s will be retained in accordance with all applicable laws, rules, and regulations. Supervisors will return the completed SF 71 to the employee by the end of the work shift when submitted by the employee within the first two (2) hours of the work shift. Failure to do so will constitute an approval of the requested leave unless the supervisor subsequently informs the employee that the leave is disapproved. Should the supervisor deny the leave request, a written statement will be provided to the requesting employee supporting the denial.
- E. Requests for unplanned annual leave will be granted on the first request basis, when more than one (1) employee request leave for the same day(s) and submitted their requests on the same date. The request of the senior employee (by service computation date) will normally be granted. However, the granting of

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such leave requests will not interfere with the leave previously scheduled and approved for other employees.

- F. Leave will be granted to attend services in the event of the death of a coworker unless there is mission impact.
- G. If scheduled Annual Leave must be canceled due to adverse impact upon the mission, the Employer will provide written notice to affected employees and the Union as soon as it becomes known to management. The supervisor will make every effort to approve the rescheduled leave. Special consideration shall be given to employees that furnish sufficient proof that deposits for accommodations may be lost as a result of the cancellation of the leave, and that deposits were obligated prior to the notice of the cancellation of the leave.
- H. The Employer will inform each employee in the unit of the name and telephone number of the person the Employer will have available during each shift who has the authority to receive and approve/disapprove requests for leave.
- I. The Employer agrees that Annual Leave request by the employee to observe a religious holiday associated with his faith will be considered.

For the Union

 10-1-08
WILLIAM J. LEMOS, JR.
Chief Negotiator

For the Employer

 10-1-08
JOHN CARROLL
Chief Negotiator